

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Permit Assistant
Department: Building Code Enforcement
Revised : July 2012

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Permit Assistant classification.

GENERAL DESCRIPTION

Varied clerical work in providing support to the staff of the Building Code Enforcement Department and the issuance of Building, Electrical, Plumbing, and Mechanical permits. Supervision is provided by an administrative superior, who reviews work through periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Issues Building, Electrical, Plumbing, and Mechanical permits and collects the appropriate fees.

Schedules inspections using the EnerGov System.

Answers the telephone and provides customer service to the public coming into the office.

Files permits and maintains the filing system.

Provides backup support to the Office Supervisor V in her absence in preparing and making the daily deposit, accounts payable, and timesheet data entry.

Maintains and updates the department's website and assists the public in accessing the website remotely.

Serves as the liaison with the permit software company when questions and problems arise with the System.

Processes information requests; resolves problems within the framework of established policies, procedures, laws, and ordinances.

Prepares and maintains a variety of detailed records and files; prepares a variety of detailed reports and correspondences.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge and ability to proofread, use correct grammar, vocabulary, and spelling.

Considerable knowledge of office practices, procedures, and applications.

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Knowledge of departmental programs, policies, and regulations.

Skill in operating personal computers and related software including Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to organize, compile, and summarize information in an effective format.

Ability to apply independently specific laws, departmental rules and regulations relating to verifying, processing and maintaining records and documents.

Ability to resolve problem situations; ability to be resourceful in gathering and giving departmental information.

Ability to answer most inquiries and questions independently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and two years of clerical experience, preferably supplemented by community college courses in secretarial science or business administration.

**This job description does not create an employment contract,
implied or otherwise.**